

## 12.315 INVESTIGATION OF RAPE AND OTHER SEXUAL ASSAULT OFFENSES

### ***References:***

Procedure 12.720 - Evidence: Submitting For Physical  
Analysis  
Standards Manual 42.2.1, 42.2.2, 42.2.3

### ***Purpose:***

Establish responsibility for preliminary and follow-up investigations of rape and other sexual assaults.

Reduce victim trauma by limiting the times the victim has to repeat details of the offense.

Improve victim cooperation during the reporting, investigation, and prosecution of these offenses.

Enhance the collection, identification, preservation, and continuity of evidence.

### ***Policy:***

District personnel are responsible for the preliminary investigation of rape and other sexual assault offenses.

District personnel are responsible for follow-up investigation of the following offenses (including attempts):

2907.05	Gross Sexual Imposition (Victim 18 years and older)
2907.06	Sexual Imposition (Victim 18 years and older)
2907.07	Importuning
2907.08	Voyeurism
2907.09	Public Indecency

Criminal Investigation Section (CIS) is responsible for follow-up investigation of the following offenses (including attempts):

2905.05	Child Enticement
2907.02	Rape (all ages)
2907.03	Sexual Battery
2907.04	Unlawful Sexual Conduct with a Minor
2907.05	Gross Sexual Imposition (Victim 17 years or younger)
2907.06	Sexual Imposition (Victim 17 years or younger)

***Procedure:***

- A. Investigation of Rape, Sexual Battery, Unlawful Sexual Conduct with a Minor, Gross Sexual Imposition, and Sexual Imposition:
  - 1. When one of the above sexual assault offenses is reported to district personnel, the investigating officer will summon a supervisor to coordinate the preliminary investigation.
    - a. Whenever possible, the supervisor and officer who received the complaint should be the only persons interviewing the victim to determine the correct statutory offense.
      - 1) Hold this interview in a place free from interruptions, witnesses, other police officers, etc.
      - 2) Avoid having the victim repeatedly describe the intimate or embarrassing details of the offense.
  - 2. Transport victims 13 years and older to University Hospital for a physical/rape examination unless a victim insists on a private physician or another hospital. Transport victims under 13 years of age to Children's Hospital.
    - a. Whenever possible, the officer who received the complaint should be the transporting officer.
  - 3. The district supervisor coordinating the investigation will request CIS respond if:
    - a. There is an immediate need to gather physical evidence (e.g., blood, semen stains, fingerprints, etc.).
    - b. The offense is fresh and to delay follow-up would jeopardize the successful completion of the investigation.
  - 4. If CIS investigators respond, they will assume the authority and responsibility for further investigation of the offense. This includes completion of an Ohio Uniform Incident Report and Incident Report Supplement (Form 311I).

- a. CIS will immediately provide the district deskman with copies of a completed Ohio Uniform Incident Report, Form 311I, and other facts necessary to keep district personnel informed.
  - b. District personnel will aid CIS in protecting the crime scene, making wanted broadcasts, locating suspects and witnesses, arresting perpetrators, searching for evidence, etc.
- 5. District personnel will complete and process an Ohio Uniform Incident Report and Form 311I when CIS personnel do not respond to the scene.
  - a. Note the examining hospital facility or private physician on the Ohio Uniform Incident Report.
  - b. Include witness information, evidence held, and other results of the preliminary investigation on the Form 311I. Send CIS a copy of the Ohio Uniform Incident Report and Form 311I immediately.
  - c. District personnel may discover information about the offense after the preliminary investigation is over. Provide this information to CIS to aid them in the follow-up investigation.

B. Rape Evidence Kits:

- 1. University Hospital and Children's Hospital have locked cabinets to secure physical evidence taken from the victim by the examining physician. The physician will identify and place this evidence in paper bags for deposit into the cabinet. The rape evidence kit includes the rape exam report, clothing, pubic combings, fingernail scrapings, blood samples, etc.
  - a. CIS Personal Crimes Unit investigators will pick up and process evidence from University Hospital and Children's Hospital.
  - b. Uniformed officers who receive a run to pick up a rape kit when Personal Crimes Unit investigators are not available will:
    - 1) Take the rape kit to CIS, 824 Broadway, 5th floor.

- 2) Place the rape kit in the refrigerator (key at the CIS desk). Log the rape kit information in the property book located next to the refrigerator.
  - 3) Place any clothing, bedding, or other evidence accompanying the rape kit in a separate evidence bag in the CIS vault. Log the evidence in the CIS property book.
  - 4) Personal Crimes Unit investigators will tag the rape kit the following day.
2. If the physical/rape examination occurs somewhere other than University Hospital or Children's Hospital, district personnel will respond upon completion of the examination to pick up the rape evidence kit.
- a. Process the rape kit and any other evidence according to Section B.1.b. above.

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